

## **Lesson No. 1**

### **Getting Familiar with MultiTes 2005 Pro**

In this lesson you are going to learn just how easy it is to create your own thesaurus with MultiTes 2005 Pro. You are going to input terms and relationships in order to create a Thesaurus of Geographic Locations.

#### **Here is what you are going to do in this lesson:**

1. Create your first thesaurus
2. Input terms (raw vocabulary)
3. Build relationships between terms
4. Use the Quick Data Entry screen
5. Display Term information
6. View more options to enter New Terms
7. View more options to build Relationships
8. View more options for displaying Term Information
9. Print the Alphabetical Report
10. Create your second thesaurus

The following pages will give you all the information required to complete each one of these steps.

# 1. Creating your First Thesaurus

1.1 Start the system

1.2 On the **F**ile menu, click **N**ew

- The system will prompt you for a filename and location

1.3 Type **G**eographic **L**ocations and press the **E**nter key

- The system will now prompt you for a description for this thesaurus

1.4 Type **T**hesaurus of **G**eographic **L**ocations and press the **E**nter key

# 2. Entering Terms

2.1 Press **C**trl-**N**

2.2 Type **U**SA

2.3 Press the **E**nter key to save the new term

The screenshot shows a window titled "+New term" with a close button in the top right corner. The window contains the following fields and controls:

- Term:** Text input field containing "USA".
- Approval date:** Empty text input field.
- Not valid date:** Empty text input field.
- Type:** Dropdown menu showing "Term (Descriptor/Non-descriptor)".
- Status:** Dropdown menu showing "Approved".
- Flag:** Empty text input field.
- TNR:** Empty text input field.
- Auto assign TNR:** Unchecked checkbox.
- Input date:** Empty text input field.
- By:** Empty text input field.
- Last Updated:** Empty text input field.
- By:** Empty text input field.
- Buttons:** "Save" and "Cancel" buttons on the right side.

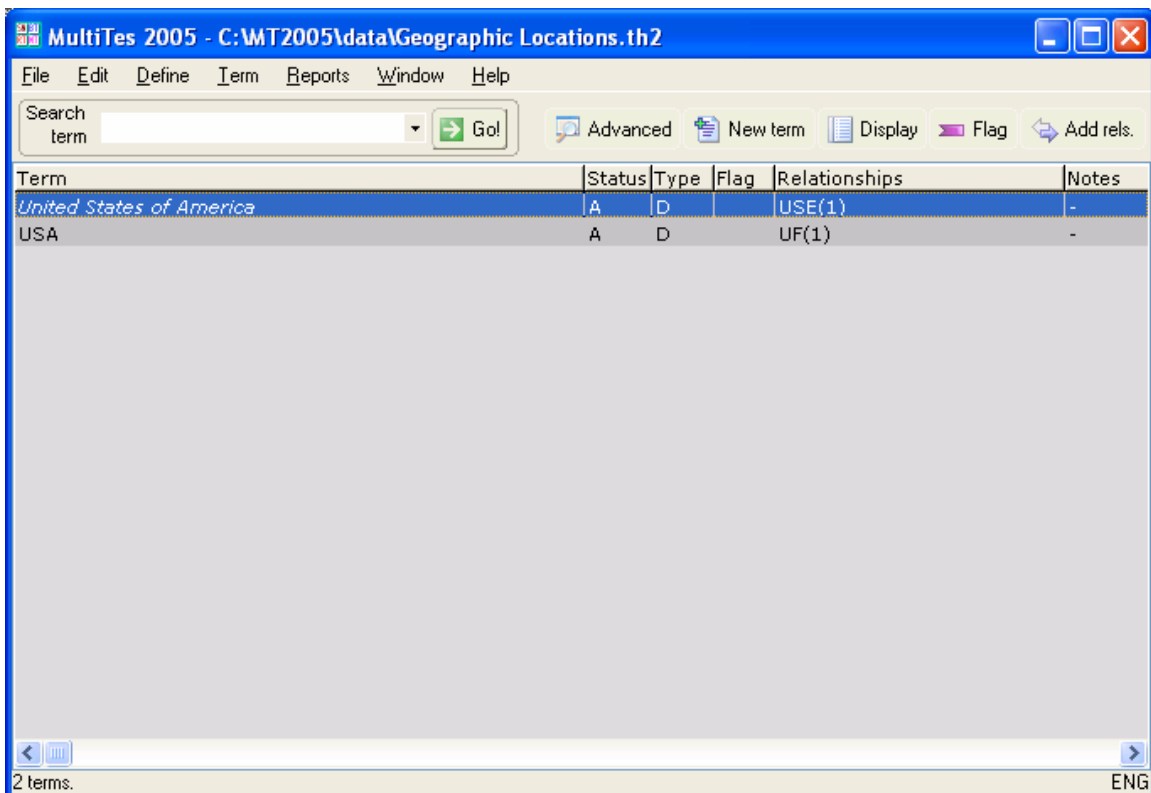
### 3. Creating Relationships between terms

3.1 Press **Ctrl-A**

3.2 Type **United States of America** and press the **Enter** key



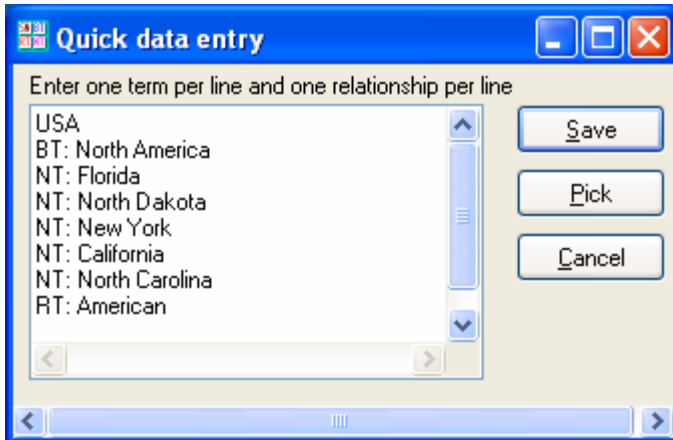
3.3 Press the **Esc** key to close this window and go back to the main browser



## 4. Using the Quick Data Entry screen

### 4.1 Press **Ctrl-Q**

### 4.2 Type in the terms and relationships listed below



### 4.3 Click the **Save** button

The system will import the terms and relationships, and it will create all the corresponding reciprocal relationships in a single operation.

The main browser shows the terms with their corresponding status, type, flag, relationships, notes, and categories.

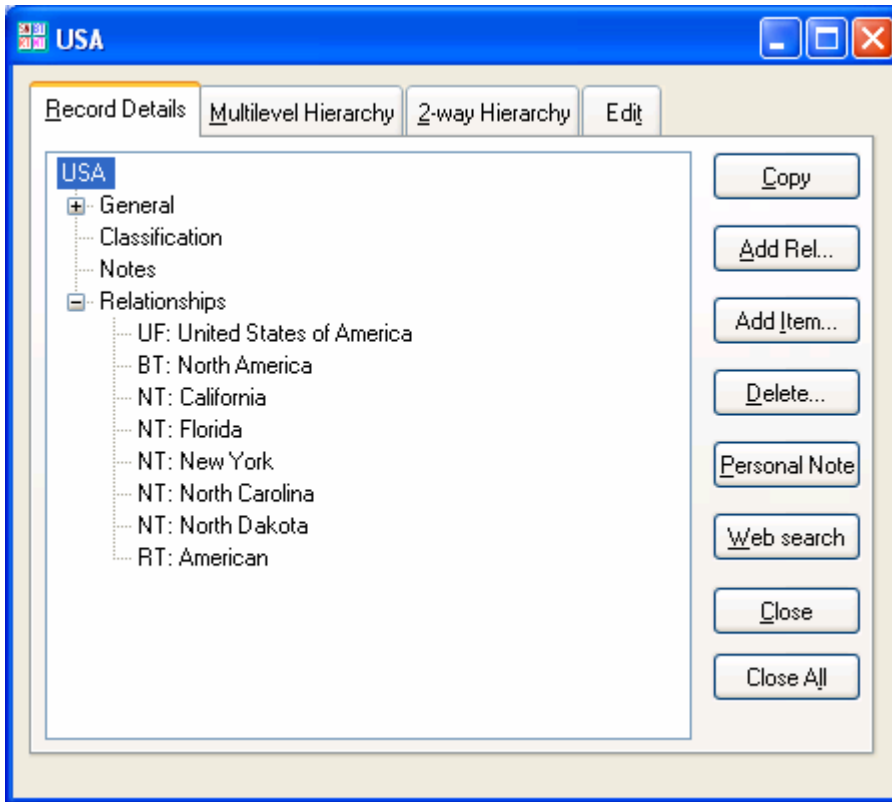
Term	Status	Type	Flag	Relationships	Notes	Categories
American	A	D		RT(1)	-	-
California	A	D		BT(1)	-	-
Florida	A	D		BT(1)	-	-
New York	A	D		BT(1)	-	-
North America	A	D		NT(1)	-	-
North Carolina	A	D		BT(1)	-	-
North Dakota	A	D		BT(1)	-	-
United States of America	A	D		USE(1)	-	-
USA	A	D		BT(1), NT(5), RT(1), UF(1)	-	-

9 terms. ENG

You can resize the columns by clicking and dragging the vertical line on the column header (we will be doing this in Lesson No. 2).

## 5. Displaying Term Information

5.1 Double click on **USA** to display its Term Record



## 6. More options for entering New Terms

6.1 Click the **New Term** button on the button bar

6.2 On the **Term** menu, click **New term**

6.3 Copy a term to the clipboard (from another application) and then **Edit, Paste**.

6.4 Select **File, Import** to import a text file with your terms

## 7. More options for Building Relationships

7.1 Right click on a term, then select **Add Relationships**

7.2 On the **Term** menu, click **Add Relationships**

7.3 Click the **Add Rels** button on the button bar

7.4 Display the Term Record and then click the **Add Rels** button

7.5 Select **File, Import** to import a text file with your terms and relationships

## 8. More options for Displaying Term Information

8.1 Highlight a term and press the **Enter** key

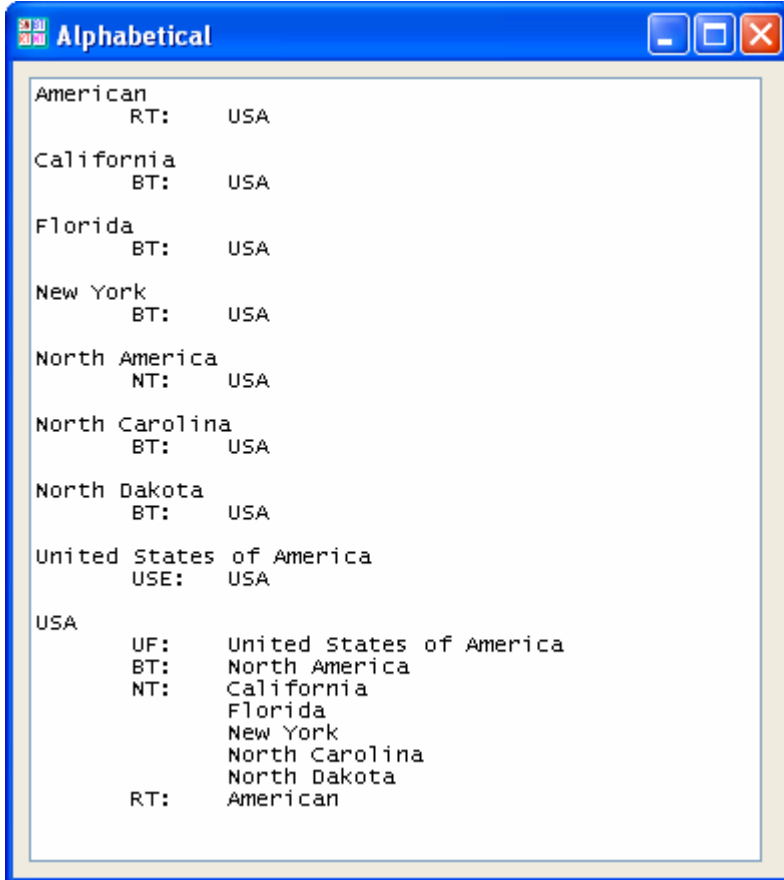
8.2 Right click on a term and select **Display Term Record**

8.3 On the **Term** menu, click **Display Term Record**

## 9. Printing the Alphabetical Report

9.1 On the **R**eports menu, click **A**lphabetical

9.2 Click the **P**rint button.



## 10. Creating your Second Thesaurus

10.1 On the **F**ile menu, click **N**ew

10.2 Type **TEST** and save this file

Please note that you do not need to close your active thesaurus in order to open a second or third thesaurus. MultiTes 2005 Pro allows you to work on multiple thesauri simultaneously.

Now close this thesaurus and go back to the original thesaurus (Geographic Locations).